

DDP  
57-2000

MEMORANDUM FOR: Deputy Director (Support)

25X1A  
SUBJECT : Approval of \$525.00 Suggestion Award for  
[redacted] Analyst-Statistician,  
Office of Basic Intelligence

REFERENCE : Regulation No. [redacted] Honor and Suggestion Awards, 25X1A  
Paragraph 4c(1)(b)(3)

1. This memorandum contains a recommendation for DD/S approval.  
Such recommendation is contained in Paragraph 4.

2. The CIA Suggestion Awards Committee approved the following  
award on 29 August 1957: 25X1A

Suggestion No. 2992 - Submitted by [redacted]  
Analyst-Statistician

Summary of Suggestion:

Suggester developed an entirely new NIS production record system based on a commercial visual and record device called a "Sched-U-Graph." The great advantage of the new system over the old is that it consolidates the former production records with the graphic display of production data. Suggester also designed a new production record card for use in the Sched-U-Graph which makes full use of the potential of the Sched-U-Graph both for recording information and for visual display of data. A visual display system was then designed which indicates, by colored plastic signals, significant information, including current production phases, maintenance status, and the entire three-year forecast.

Background of Suggestion:

Through the NIS, the intelligence capabilities of over forty Government agencies, IAC and non-IAC, are woven into a coherent pattern of basic intelligence production. The NIS Program must undertake revision of certain published elements even before initial coverage of all topics on all Areas is complete. As a result, production scheduling involves a judicious balancing of the conflicting requirements.

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No Change in Class.	<input checked="" type="checkbox"/>
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Class. Changed To:	TS S
Auth:	HR 78-2
Date:	20/11/78
By:	008

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Initial Evaluation of Suggestion:

The new integrated NIS production record system, in effect in OBI since November 1956, is a vast improvement. So effective has the new system proved, the NIS-producing agencies have begun to visit OBI to use the Sched-U-Graph to determine the most suitable areas of their agency's production in relation to the total NIS production needs. The interagency NIS Committee recently completed work on the next three-year forecast, covering the period from FY 1958 through FY 1960, using the Sched-U-Graph as the basis for its planning. Substantial savings in time were realized by all the member agencies, and, at the same time, a much more definitive and better coordinated forecast was possible.

25X1A

Initial Recommendation:

[ ] displayed outstanding initiative and imagination in conceiving and developing the new NIS production record and graphic display system. Her suggestion has already proved of great value, and its worth will be realized increasingly in the future operation of the NIS Program.

Endorsement of Suggestion:

Two components of Management Staff, Business Machines Service and Records Management Staff, have endorsed the device.

Line-of-Duty Status of Suggester:

25X1A

The suggestion, the development of the new integrated NIS production records system by [ ] was very definitely an outstanding service over and beyond any duty requirements of her position as outlined in Job Description No. Y4.

The specific duties itemized in that job description envisioned only the maintenance of the already established OBI record system, and the utilization of the recorded data in analyzing the complex production and planning requirements of the NIS Program. In the performance of these duties [ ] used the data developed by the record system which was in effect when she entered on her duties in OBI, but she had no part in establishing that system, nor was anything in her job description intended to place any responsibility upon her for developing improvements to that system.

25X1A

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Recommendation of the Suggestion Awards Committee:

25X1A

After a thorough study of the Sched-U-Graph as adapted to OBI use, after extensive questioning of [ ] Deputy Assistant Director of OBI, as to development of the device, its advantages, and the extent of its application, the Committee recommends an award of \$525.00 based on high intangible benefits of extended application (award of \$450.00) and tangible savings estimated at \$2,000.00 (award of \$75.00).

25X1A

3. The meeting at which this suggestion was discussed was chaired by [ ] Alternate Chairman of the Suggestion Awards Committee.

4. In accordance with [ ] Paragraph 4c(1)(b)(3), your approval of this award of \$525.00 is recommended.

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25X1A

[ ]

Chairman  
Suggestion Awards Committee

APPROVED:

*L. K. White*  
Deputy Director (Support)

SEP 17 1957

Date

DD/S Distribution;  
Orig - C/Mgmt Staff

3 - DD/S Chrono Subject Reading

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